



PLANT
INDUSTRY

NURSERY PROGRAM

Wisconsin Department of Agriculture, Trade and Consumer Protection

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I. Purpose

The Nursery licensing and inspection program is authorized in s. 94.10 Wis. Stat., and regulated in ATCP 21, Wis. Adm. Code. The program licenses nursery growers and dealers and certifies nursery stock apparently free of injurious pests. Growers shipping out of quarantine, interstate, and/or internationally are inspected, at a minimum, annually to certify stock free from regulated pests and diseases.

This document describes the steps performed in the nursery program. A separate document exists to describe the licensing procedures for both nursery and Christmas tree license holders.

II. Scope

The steps described in this document are to assist the nursery program lead, inspectors, and the license and permit program associate (LPPA) in the nursery program process.

III. Prerequisites

A. Reference material

1. DATCP PIB Plant Protection Uniform Enforcement Guide - <I:\darm\pi\Enforcement\Enforcement Guide>
2. Lab sample protocol - <I:\darm\pi\PIB-LAB\Forms\ARM-PI-247-instructions2016>
3. USDA Gypsy Moth Program Manual - https://www.aphis.usda.gov/import_export/plants/manuals/domestic/downloads/gypsy_moth.pdf

B. Tools

1. Cell phone with camera & GPS
2. Hand lens & Binoculars
3. Flagging tape
4. Pruners/knife/hand saw
5. Multi-tool
6. Shovel
7. Plastic sample bags of various sizes
8. Garbage bags
9. Bleach or other disinfectant, disinfectant wipes
10. Vials and jars for insect samples
11. High-visibility safety vest
12. Reference books
13. Clipboard

C. Forms

1. Assigned Inspection Report forms
 - a. Nursery Dealer Inspection Report



- b. Nursery Grower Inspection Report
- c. Nursery Grower and Dealer (combo) Inspection Report
- d. Gypsy Moth Egg Mass Inspection Report
2. Blank inspection forms - <I:\darm\pi\NURSERY\Forms\BLANK inspection forms>
3. Lab forms - <I:\darm\pi\PIB-LAB\Forms\ARM-PI-247-PIB-LAB-Sample-form>
4. Licensing information and application - I:\DARM\pi\NURSERY\Nursery [year]\Forms
5. Compliance forms - <I:\DARM\pi\Forms\FOR BARB>
 - a. ARM-PI-505 - Activity Report
 - b. ARM-PI-559 - Warning Notice
 - c. ARM-PI-302 - Order Prohibiting Sale or Movement
 - d. ARM-PI-225 - Pest Abatement Order
 - e. ARM-PI-507 - Release Form

IV. Responsibilities

A. License and Permit Program Associate (LPPA)

1. Process and issue nursery licenses (see [Nursery and Christmas Tree Licensing SOP](#))
2. Issue and mail PHCs
3. Revenue
4. Update properties and inspection dates in the licensing database post-inspection, enter inspection results into database

B. Nursery Program Lead

1. Organize nursery inspection reports and assign inspections to inspectors
2. Act as liaison between DATCP and USDA for nursery interstate shippers
3. Issue gypsy moth treatment letters
4. Represent DATCP at Green industry events, serve on the WGIF Board of Directors
5. Provide nursery growers and dealers with information about new pests, state laws and regulations.
6. Issue Japanese Beetle Compliance Agreements, other CAs as needed
7. Tabulate nursery inspection results and provide that information for annual reports
8. Create inspection reports in AMANDA, send for printing
9. Update properties and inspection dates in AMANDA post-inspection, enter inspection results into database
10. Lead and moderate program evaluation
11. Maintain Nursery Program SharePoint site

C. Inspectors

1. Inspect annually all First Priority nursery licensee properties
2. Inspect every 1-3 years all other nursery licensee properties with stock on hand
3. Issue compliance documents for violations
4. Work with the Forest Pests Program Lead to issue State Compliance Agreements as needed



5. Inform growers and dealers of lab results
6. Provide outreach and educational materials to licensees
7. Work with the LPPA and program lead to bring unlicensed growers/dealers into compliance

V. Procedures

A. License and Permit Program Associate (LPPA) – see [Nursery and Christmas Tree Licensing SOP](#)

B. Nursery Program Lead

1. Coordinates and oversees Nursery licensing with LPPAs
2. Prior to April 15, program lead works with LPPA to create a pdf file of nursery inspection reports and sends to DOA for printing. Upon receipt of printed forms, program lead organizes and distributes to inspectors.
3. Inspection reports are organized by county. Nursery program lead distributes inspection reports to inspectors, requesting that any inspector wishing to coordinate a group inspection determine the dates early to avoid overlap and complete all group inspections before mid-August. When it is established when and where group inspections will take place, the nursery program lead sends out a department wide email with the dates of all the group inspections, counties included in group inspections and inspectors in charge of each county.
 - a. Inspectors coordinating a group inspection send out a department wide email with dates, times, and meeting locations within a week of the group inspection.
4. For growers and dealers obtaining a license after the inspection report files have been printed, LPPA will create inspection reports and email them to the proper inspector. If the grower requested a PHC, that will also be emailed to the inspector, for delivery to the license holder post inspection; pending a clean inspection.

C. Nursery Inspectors

1. Recommended steps and procedures for nursery inspections:
 - a. Verify directions to location and GPS coordinates are current. Update as needed. Save waypoint using the GPS app if coordinates are inaccurate. (see [GPS Collection instructions](#))
 - i. Email waypoint file to Program lead the 1st of each month
 - ii. If a field is no longer in use, be sure to denote that on the inspection report.
 - b. Nursery stock is inspected for general pest, diseases, and plant health.
 - a. Identifiable insects, diseases, or abiotic problems are written on the inspection report, with the incidence and severity noted.
 - a. Some pests and diseases require Regulatory Action (See the [Uniform Enforcement Guide](#))
 - b. Review additional SOPs for inspecting barberry, hemlock, NR 40 plants
 - c. If an unknown disease or insect is found or a grower requests it, a sample is taken, bagged, labeled, a lab report filled out, and sent to the PIB lab for



diagnosis. Tools used to obtain sample are disinfected. When diagnosis is complete, lab personnel will send the completed diagnosis to the submitting inspector and Nursery program lead. The inspector notifies the grower/dealer of the results and any resulting regulatory actions that must occur.

- c. Nursery inspection reports are signed by all inspectors participating in the inspection, dated and returned to the Nursery program lead.
 - a. The original white copy is kept on file at DATCP, the second yellow copy is given to the grower and the third pink copy is kept by the inspector.
 - b. Completed inspection reports are scanned and filed electronically by year. Inspection results and inspection date are entered into respective databases at the Madison office.
 - d. Become familiar with each business operation so as to identify any compliance agreements that may be needed.
2. Mid-April – June 1 is the optimal time to inspect Nursery Grower requiring an “early inspection”. These are typically greenhouse operations.
3. May 1 – June 30 is the optimal time to inspect Nursery Dealers.
4. June 1 – August 1 is the optimal time to inspect combo growers (operations who hold both a nursery dealer and a nursery grower license)
 - a. Interstate shippers and growers requesting a PHC are priority. Second priority are new license holders and non-interstate properties not inspected in the prior year.
5. July 1 – August 31 is the optimal time to inspect Nursery Growers (except greenhouse growers; they should be inspected in early spring).
 - a. Gypsy moth egg mass inspections can be done simultaneously if they gypsy moth egg laying season is over (typically by mid-August).
 - i. If an egg mass inspection is performed during a grower inspection be sure to document that it was done and the results on the inspection report.
6. September 1 - December 23 is when Christmas Tree Grower inspections and Christmas Tree Lot inspections are done.
7. September 1 – March 1 is the optimal time for Gypsy Moth Egg Mass Inspections to occur.
 - a. Egg mass inspections can be done concurrently with Christmas tree inspections if the nursery use is “both”
 - b. Egg mass inspections take place after the majority of leaves have fallen off the trees so that the egg masses are more easily seen.
 - c. Inspect premises, nursery stock along the field edges and all preferred hosts surrounding the field for signs of gypsy moth lifestages.
 - i. If gypsy moth egg masses are found, place flagging ribbon on the tree/branch/object where the egg mass was found. Write the year on the flagging ribbon with permanent marker. Record on the inspection report the location of the egg mass in relation to the field, the proximity of the nursery



stock, tree species egg mass was found on, and number of egg masses found. GPS find and a draw map in the comments/regulatory action section of the inspection report.

- ii. If old egg masses, pupae or skins are found, make note of where they are located but be sure to note they are old to differentiate them from any new life stage finds. Old egg masses may provide information on where in the field gypsy moth life stages are likely to be found but are not considered a viable life stage to base restrictions on.
- iii. If no gypsy moth egg masses are found, the absence of gypsy moth lifestages needs to be written on the inspection report to confirm the field was inspected and found free of gypsy moth.
- d. Nursery program lead will send growers with viable egg mass finds treatment letters. Any stock restrictions will be established by nursery program lead based on the risk level – determined by number of egg masses found, proximity to saleable nursery stock, and previous history of the field. Treatment letter includes a) copy of the inspection report, b) letter detailing the scope of the restrictions and treatment requirements, c) current quarantine map, d) list of aerial applicators.

D. Plant Health and Phytosanitary Certificates

1. Any nursery grower planning to move stock across state lines should purchase from the department, and include with each shipment, a Plant Health Certificate (PHC). A Plant Health Certificate is an optional, reproducible document which can and should be sent with plant shipments that travel outside of Wisconsin. Many states require this certificate and will destroy, detain or refuse plants or plant material that is not accompanied by a PHC. Although we do not require this certificate, we strongly recommend obtaining one if a grower is shipping nursery stock out of Wisconsin.
 - a. PHCs are issued to nursery growers once they have been inspected and who are apparently free of quarantine pests and diseases. An applicant can request and purchase a PHC on yearly license renewal application. PHCs are a flat fee of \$50 and are valid for one year.
 - b. LLPA will batch processed and mail out PHCs to the Nursery growers in spring when their license is renewed.
2. Phytosanitary certificates are issued to growers who apply via PICT.



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